

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 323-0277



October 5, 1982

ALL-COUNTY LETTER NO. 82-104

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY AUDITORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: STAFF DEVELOPMENT

REFERENCE:

The Department of Health and Human Services (DHHS) has required that California modify its cost allocation plan for staff development to more closely tie training costs to the appropriate program by October 1, 1982. Because of time limitations in implementing these changes, approval was granted to implement the required revisions in November and December 1982. Consequently, counties are instructed to discontinue use of the current DFA 50 (Staff Development Time Study). Time studies will not be required for the month of October 1982. Revised DFA 50s will be issued prior to November and the time reported in November and December will be used as the basis of allocating staff development costs for the October-December 1982 quarter.

Instructions in this letter will affect only the procedures for reporting staff development activities and the method for cost allocation. The general requirements which are currently used for persons who must complete monthly staff development time studies are unchanged.

This letter has been divided into two parts: Part I provides the time study instructions for Staff Development, DFA 50; and Part II provides general instructions on the changes in allocating staff development costs.

Part I: Time Study Instructions - DFA 50

A. Eligibility and Nonservices - Time is to be charged to:

1. A specific eligibility program when the training subject can be identified.
2. Eligibility - General when the training subject or trainees can be identified exclusively to the eligibility function, but cannot be identified to one program exclusively.

B. Social Services - Time is to be charged to:

1. A specific social services program when the training subject can be identified.
2. Social Services - General when the training subject or trainees can be identified exclusively to the social services function, but cannot be identified to one program exclusively.

C. Time is to be charged to the Generic category by trainers, first-line staff development supervisors and nonsupervisory staff administrators for activities that cannot be assigned to a specific program or a general function (eligibility or social services).

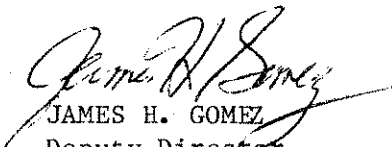
Part II: Staff Development Cost Allocation

Effective November 1, 1982, the trainers' salary and benefits and operating costs of the Staff Development Office will be allocated to program, functional categories (eligibility or social services), and the generic staff development on the basis of the trainers' time study results. Tuition, books, travel, per diem, educational materials, and salaries and benefits of trainees should be direct charged to the appropriate program.

The Eligibility - General, Social Services - General and Generic staff development charges will then be further allocated. This allocation will be derived from ratios developed from the overhead hours reported on the DFA 325.1 for both the DFA 47, Social Services and the DFA 323, Eligibility Nonservices Time Study Summaries, respectively.

More specific claim instructions, showing the full allocation process, will be included in the All-County Letter claiming instructions for the October-December 1982 quarter.

All questions concerning this letter should be directed to the Department of Social Services, Fiscal Policy and Procedures Bureau at (916) 445-7046 or ATSS 485-7046.


JAMES H. GOMEZ
Deputy Director
Administration

cc: CWDA